



**Set-up:** Tuesday or Wednesday, and ready for business by 4 pm, Wednesday, July 23. All vendors must stay open until 9 pm. The Commercial building will be locked at 9 pm, a gated breakfast area opens daily at 6 pm. Please put daily trash in the dumpsters provided. Clean up and removal of booth on Sunday evening after 8 pm.

**Insurance:** You must provide commercial general liability insurance naming WESTFAIR as additionally insured in the amount of \$1,000,000 in aggregate for bodily injury and / or property damages. **I need your policy copy by July 15, 2008 at the latest.**

All property brought onto the WESTFAIR grounds is at the vendor's risk. WESTFAIR assumes no liability for any damage or injury to any property of the vendor or vendor's employees. Insurance must be in full force and in effect at all times when vendor is making use or occupying in any manner the premises or carrying on any activities associated with or incidental to the use of the premises.

**Taxes:** If applicable Vendors are responsible for collection and payment of Iowa 7% sales tax. If you do not have an Iowa sales tax number, a temporary permit may be obtained by contacting the Iowa Department of Revenue and Finance, Council Bluffs, IA 712-242-2156.

**Fair Acceptance:** Vendors for WESTFAIR 2008 will be notified after the June 1, 2008 deadline. Applications must be submitted yearly and are not carried over from one year to the next. Applications will be considered accepted upon deposit of the booth check and confirmation from the coordinator. All unaccepted registrations will be returned with fee attached.

WESTFAIR is in the process of securing a major concert for the Saturday night during fair.

If you have any questions please contact Ann Vorthmann, WESTFAIR Commercial Bldg. Coordinator, 712-566-2863 or 402-981-1093. I am looking forward to WESTFAIR 2008.